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PROCEDURE RELATING TO COMPLIANCE UNDER BENEFIT
CONTRACTS FOR COTTON, CORN-HOGS AND TOBACCO.

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1. Responsibility for the Program in the Counties.

The County Allotment Committee or Control Committee will be responsible for the certification work relating to the particular commodity over which they have supervision in each county. The County Allotment Committee will recommend supervisors for local checkup work to those in charge of the work in the State. Appointment of supervisors should be confirmed by the person in charge in the State. In counties where there are two or more production control associations, it is recommended that the County Allotment Committees of these associations meet jointly and recommend supervisors who may serve all associations during the certification period. The allotment Committees should recommend one man for each 40 to 100 farms under contract, depending upon the requirements in the individual counties and States. Where there are two or more control associations, these joint committees should designate either a joint compliance committee to represent all of the associations or designate one individual to represent the committees in the general supervision of certification work in the counties. This compliance committee or representative will work in cooperation with the county agent. The supervisors should be contract signers and preferably community committeemen, but in any case, they should be men who have the respect of people in their own community and should have the ability to measure fields accurately and to calculate acreages properly. These supervisors should be recommended as soon as possible so that they may be ready to receive training just as soon as instructions can be completed by the individual sections.

2. Duties of Supervisors.

Supervisors will be instructed to visit all farms under contract and measure all acreages planted to the basic commodity under contract and the contracted or rented acres. The supervisor will assist the farmer or his representative in making these measurements. Measurements should be made by the use of steel tape or chain. Other methods which may be recommended by those in charge in the State may be approved by the Compliance Section and other sections involved if good reasons are presented. On irregular fields supervisors should be instructed to plat fields

and to measure the necessary diagonals so that accurate calculations can be made. In regions where crops have grown to such a height that diagonal measurements cannot be made without destroying a portion of the crop, the use of a simple type of plane table for checking angles at the corners is recommended.

Field supervision and farm visitation work should be started just as soon after crop planting as possible, and in many regions, June 15 is the date suggested for starting farm checkup work. Supervisors should check all matters relating to compliance on individual farms through observation and inquiry. Additional measurement of acreages of other basic commodities should be made if general observation would indicate that acreage requirements under the contract are out of line. Calculations will be made in the field by the supervisors. Calculations will be checked by someone in the county office before final acceptance by the County Allotment Committee. Where calculations are made in the field by the supervisors, if overplanting is found, or if contracted acreages are less than the number required, the supervisor may measure and indicate tentatively the additional requirements for compliance. They will instruct the producer, however, that he will receive definite notice from the County Allotment Committee, regarding the additional requirements for compliance in such cases. In such cases the supervisor should leave a short written statement with the producer instructing him not to proceed with the destruction of crops until he receives an official notice from the allotment committee. The supervisor will work under the general direction of the County Allotment or Control Committee in each county or someone designated by them.

3. Recheck Work.

A recheck of a portion of the work of each local supervisor will be made by those in charge in the county so as to assure accuracy and uniformity in the methods used. This type of recheck work should be done early in the certification period. A recheck should be made also where complaint has been registered or where it is evident that mistakes have been made. Where overplanting has been noted or where compliance was not complete at the time of the supervisor's visit, a recheck should be made either by the supervisor or those in charge in the county to assure complete compliance. The Agricultural Adjustment Administration reserves the right to request a recheck of any of the amount of the work deemed necessary in any county. They may send men into the county from the outside if they deem it desirable.

4. Signing of Compliance Blanks.

Compliance blanks will be signed by the producer, the supervisor, at least one member of the community committee other than the supervisor, and at least two members of the County Allotment Committee. In the case of cotton the County Agent will also sign the blanks.

5. Method and Rate of Payment for Supervisors.

All payments will be on a per diem basis which will cover travel and subsistence. The rates should be uniform in each State. It is recommended that the rate paid by the Cotton Section should govern rates of payment on all commodities in the cotton States. The present rate of the Cotton Section is \$3.00 a day less the reductions required by law. In any State the maximum rate should not exceed \$4.00. Where supervisors are recommended jointly by the County Control Associations, the payments should be prorated on the basis of time devoted to each program. The number of contracts and number of acres involved may also be considered as a basis for proration. Any supervisors selected to assist in general supervision of the certification work in the county should receive the same pay as supervisors who do farm checkup work.

6. Responsibility for Training of Supervisors and Committeemen.

The Extension Service in the State and in the county are being requested to assist in the training of supervisors and committeemen in cooperation with the County Committee. It is recommended that Smith-Hughes teachers be requested to assist the extension service in this training work wherever feasible.

7. Method of Handling Appeals and Reports of Non-Compliance.

Appeals should be made first to the county committee, then to the Board of Directors or to a committee which may be designated by the county committee to make adjustment. If necessary, appeals may then be sent to the person in charge in the State, and in only very exceptional cases should come to Washington for settlement and investigation.

All reports of non-compliance which come direct to Washington should be sent back to those in charge in the State office, and thence to the county committee who should be made responsible for investigating all cases of this type first. All correspondence relating to reports of non-compliance should be directed through the State office, or at least copies provided for the State office, so that they may be in touch at all times with any case that may require their attention.

1. The first part of the report is devoted to a description of the work done during the year.

2. The second part of the report is devoted to a description of the work done during the year.

3. The third part of the report is devoted to a description of the work done during the year.

4. The fourth part of the report is devoted to a description of the work done during the year.

5. The fifth part of the report is devoted to a description of the work done during the year.

6. The sixth part of the report is devoted to a description of the work done during the year.

8. Miscellaneous Problems.

General procedure will be outlined in Washington and minimum requirements established. Those in charge in the State and in the county should be given authority to work out details within the limitations prescribed.

Farm record books should be used where they are available to check items of compliance at the time of farm visitation.

The County Extension Service is considered at all times as a representative of the Secretary of Agriculture in matters relating to general organization and informational service. The same is true of the State Extension Service. There may have to be some variation in general plans in certain States and counties. In general it is hoped that the Extension Service and the County Agent can serve as an agency to develop the plans for securing certification forms in the field. All matters relating to individual cases of non-compliance should be handled by committeemen in the county or someone representing the proper section or division in Washington.

